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## ROUTING AND RECORD SHEET

File

Training

DDA Registry

79-2756

SUBJECT: (Optional)

EMPLOYEE BULLETIN

FINANCIAL PLANNING SEMINAR

FROM:

Harry E. Fitzwater  
Director of Personnel  
5E-58 Headquarters

EXTENSION

NO.

21 AUG 1979

DATE

PERS 79-5308

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

7D-18 Hqs

2.

3. O/D/Pers

5E-58 Hqs

4.

5. DD/Pers/SP

5E-56 Hqs

6.

7. C/RAD/SP/OP

906 Ames

8.

9. RCB

5E-69 Hqs

10.

11.

12.

13.

14.

15.

Attached is the Employee Bulletin which we wish to have published the week of 4-7 September announcing the Financial Planning Seminar which is scheduled for 24, 26 and 28 September. We are particularly desirous of having the bulletin sent to all employees because we receive many complaints and comments from employees who say they were not made aware of the offering of this seminar. We also think an ALL EMPLOYEES Bulletin will be more effective publicity than the use of tents on tables in the cafeterias.

Harry E. Fitzwater

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21 AUG 1979

Distribution:

0 - ret to D/Pers

2 - DDA

1 - D/Pers

2 - C/RAD/SP/OP

OP/RAD/ (17 Aug '79)

25X1

25X1

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EB No.

SEPTEMBER 1979

## FINANCIAL PLANNING SEMINAR

1. The Office of Personnel will sponsor its third annual Financial Planning Seminar for employees on 24, 26, and 28 September 1979 from 9:00 a.m. to noon in the Headquarters Auditorium.

2. All employees are welcome to attend any part or all of the seminar. It is designed especially for employees of the ages 25 to 45 who have the greater part of their careers ahead of them and who presumably may benefit from long-range financial planning. Spouses of employees are invited to attend also.

3. The purpose of the seminar is to foster at an early stage in one's career an understanding of the essential elements of financial planning and security. Several of the speakers will describe the benefits and protection available through employment with the Federal Government. Other speakers will concentrate on the financial planning programs, benefits and services available in the private sector. It is hoped that through these lectures and discussions employees will be stimulated to develop, improve or refine financial plans which will be satisfactory for their particular needs.

4. The program is as follows:

Monday - 24 September 1979

Opening Remarks

Introduction

The Role of Insurance Available Through the  
Federal Government and CIA

Requirements For and Benefits Available Under  
the Office of Workers Compensation Program  
and the Overseas Medical Program

Types and Purposes of Commercially Available  
Insurance

Social Security Coverage

IRA and Keogh Plans